

**Jefferson County
Position Description**

Name:		Department:	Administration	
Position Title:	CJCC and Treatment Courts Coordinator	Pay Grade:	8	FLSA: Non-exempt
Date:	January 2017	Reports To:	County Administrator	

Purpose of Position

The Criminal Justice Collaborating Council and Treatment Courts Coordinator is responsible for supporting the activities of the Criminal Justice Collaborating Council (CJCC), the Jefferson County Alcohol Treatment Court (JCATC) and the Jefferson County Drug Treatment Court (JCDTC). The position helps all County and Criminal Justice officials gain a comprehensive view of problems and operations and provides a range of alternative solutions and long-range impact of decisions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Establishes goals, priorities, programs, and the organizational structure of the CJCC in conjunction with the CJCC, treatment court staffing team and CJCC subcommittees. Develops program specifications, performance measures and evaluation standards for the CJCC.
- Works closely with governmental, judicial, and private agencies to coordinate services and assist in the resolution of problems, questions, or requests related to services provided.
- Develops the CJCC/Treatment Court annual budget and coordinates the planning and implementation of CJCC and Treatment Court activities within budgetary guidelines.
- Assists in the development and support of the CJCC, the CJCC Standing Committees and Sub Committees, and attends committee meetings as needed.
- Oversees the Case Management contract for the JCATC and JCDTC, including coordinating evaluating outcomes of the JCATC and JCDTC, as well as all grant documentation and administration.
- Obtains and analyzes information, researches program issues, evaluates alternatives and makes appropriate recommendations related to implementation of CJCC initiatives, including providing operational and statistical reports to support recommendations.
- Studies and develops methods to provide for the availability and development of resources, facilities, and services that will be required for, or offered by the CJCC.
- Explores potential resources for future grant funding and participates in applying for such grants on behalf of the CJCC and the treatment courts. Assists in the development of Request for Proposals and Vendor Purchase of Services Contracts.

- Participates in treatment court services, including pre-screening offenders using objective based classification, LSI, or other applicable processes for placement into appropriate programs; attending treatment court staffing meetings; assisting with coordination of services and post-graduation opportunities for treatment court participants; and testifying in court regarding case specifics.
- Represents the CJCC at local and state committee meetings, County Board meetings, and at local or national seminars, making oral and written presentations as required.
- Assists in publicity and promotion of the CJCC and treatment courts. Coordinates in-service and other training seminars to facilitate implementation of new programs, procedures, or initiatives.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Maintains confidentiality and complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides administrative support to CJCC programs and the JCATC and JCDTC.

Minimum Training and Experience Required to Perform Essential Job Functions Bachelor's degree from an accredited college or university with a major in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development or other closely related field. Four to five years experience in the criminal justice system, public administration or human services field with two years of project management experience. Experience in researching, writing, and administration of grant requests highly desired.

Other Requirements

Hours of Work: Typically Monday – Friday, during normal business hours. May require evenings or weekends to accommodate participant schedules and meeting times.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date